

## Preparing Future Faculty WebEx Reading Group Instructions

Thank you for registering for a PFF reading group. This group will not be held in person but will instead be held via WebEx. The time of the reading group will not be affected, and participants are required to participate during the full 1.5 hours of the group. If you encounter any technological issues, please contact [gradpff@uc.edu](mailto:gradpff@uc.edu) as soon as possible. Please review the following guidelines regarding this upcoming WebEx reading group:

1. If you haven't done so already, review the readings listed under the "Readings" tab in the left navigation of the PFF Blackboard page. Be prepared to engage in thoughtful conversation based on these readings.
2. Review the guidelines for logging into and accessing WebEx through the following link: <https://kb.uc.edu/KBArticles/WebEx-StudentGuide.aspx>
3. Students *must* participate via audio and are strongly encouraged to participate via video. Text comments in the WebEx meeting will not count towards the participation requirement. If you have limited accessibility to video resources, please contact [gradpff@uc.edu](mailto:gradpff@uc.edu) prior to the reading group.
4. Please test the quality of your audio/video prior to starting the reading group. Reduce visual and auditory distractions as needed (ex., be conscious of your video background, silence your phone, try to find a location with minimal background noises, etc.).
5. Log into WebEx prior to the start time of the group. Participants must attend the entire group for 1.5 hours in order to receive PFF credit.
6. Either the PFF coordinator or a Graduate School staff member will start and end the WebEx. However, that person will not participate in the conversation. The Reading Group Leader is still responsible for leading and moderating the conversation.
7. If you are a student in the PFF Legacy program, your attendance will be recorded and your record will be automatically updated to reflect your group participation. If you are in the PFF Tier program, you must submit an activity log within 30 days of completing the group in order to receive activity points. (If you are unsure whether you are in the Legacy program or Tier program, contact the PFF coordinator *before* the Reading Group starts.)

If you have any questions, concerns, or issues throughout this process, contact [gradpff@uc.edu](mailto:gradpff@uc.edu) at your earliest convenience.

Thank you,  
PFF Program Coordinator